

Scrutiny Programme Committee – Work Plan

Standing Agenda Items:

Scrutiny Work Programme	<ul style="list-style-type: none"> To maintain overview on scrutiny work, monitor progress, and coordinate as necessary To plan for future committee meetings including key expectations e.g. key questions to explore, witnesses / information required
Scrutiny Letters	<ul style="list-style-type: none"> To review scrutiny letters and Cabinet Member responses arising from all scrutiny activities
Scrutiny Dispatches	<ul style="list-style-type: none"> To approve content of Dispatches prior to reporting to Council, ensuring visibility and awareness of key issues, findings and outcomes from scrutiny activities
Membership of Scrutiny Panels and Working Groups	<ul style="list-style-type: none"> To agree membership of Scrutiny Panels and Working Groups (including appointment of conveners) and subsequent changes
Cabinet Forward Work Programme	<ul style="list-style-type: none"> To ensure awareness of future cabinet business to consider opportunities for pre-decision scrutiny

Items for Specific Meetings:

Meeting	Reports	Purpose
7 Jul	<ul style="list-style-type: none"> Cabinet Member Question Session – Cllr Mitch Theaker 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Opportunities for Children & Young People, on relevant portfolio responsibilities and activities.
	<ul style="list-style-type: none"> Final Inquiry Reports: <ul style="list-style-type: none"> § Inward Investment 	<ul style="list-style-type: none"> To receive the final report (including conclusions and recommendations) of the Inquiry Panel prior to submission to Cabinet for decision
4 Aug	<ul style="list-style-type: none"> Cabinet Member Question Session – Cllr Mark Child 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Wellbeing, on relevant portfolio responsibilities and activities.
	<ul style="list-style-type: none"> Progress Report – Wellbeing Performance Panel 	<ul style="list-style-type: none"> Councillor Paxton Hood-Williams, Convener attending to update on headlines from the Panel's work and achievements
	<ul style="list-style-type: none"> Final Inquiry Reports: <ul style="list-style-type: none"> § Public Engagement 	<ul style="list-style-type: none"> To receive the final report (including conclusions and recommendations) of the Inquiry Panel prior to submission to Cabinet for decision
	<ul style="list-style-type: none"> Cabinet Member Question Session – 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Citizen, Community Engagement & Democracy,

1 Sep	Cllr Christine Richards (Deputy Leader)	on relevant portfolio responsibilities and activities
	<ul style="list-style-type: none"> Progress Report – Service Improvement & Finance Performance Panel 	<ul style="list-style-type: none"> Councillor Mary Jones, Convener attending to update on headlines from the Panel’s work and achievements.
29 Sep	<ul style="list-style-type: none"> Cabinet Member Question Session – Cllr Sybil Crouch 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Sustainability, on relevant portfolio responsibilities and activities.
	<ul style="list-style-type: none"> Final Inquiry Reports: § Streetscene 	<ul style="list-style-type: none"> To receive the final report (including conclusions and recommendations) of the Inquiry Panel prior to submission to Cabinet for decision
	<ul style="list-style-type: none"> Progress Report – Schools Performance Panel 	<ul style="list-style-type: none"> Councillor XX, Convener attending to update on headlines from the Panel’s work and achievements.
27 Oct	<ul style="list-style-type: none"> Cabinet Member Question Session – Cllr Ryland Doyle 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Target Areas, on relevant portfolio responsibilities and activities.
	<ul style="list-style-type: none"> Final Inquiry Reports: § Social Care at Home 	<ul style="list-style-type: none"> To receive the final report (including conclusions and recommendations) of the Inquiry Panel prior to submission to Cabinet for decision
	<ul style="list-style-type: none"> Progress Report – Wellbeing Performance Panel 	<ul style="list-style-type: none"> Councillor Paxton Hood-Williams, Convener attending to update on headlines from the Panel’s work and achievements.
24 Nov	<ul style="list-style-type: none"> Cabinet Member Question Session – Cllr David Phillips (Leader) 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Anti-Poverty, on relevant portfolio responsibilities and activities. Focus on Anti-Poverty - questioning on achievements / plans in this area Focus on Community Regeneration / Communities First - questioning on achievements / plans in this area
	<ul style="list-style-type: none"> Progress Report – Service Improvement & Finance Performance Panel 	<ul style="list-style-type: none"> Councillor Mary Jones, Convener attending to update on headlines from the Panel’s work and achievements.
22 Dec	<ul style="list-style-type: none"> Cabinet Member Question Session – Cllr Will Evans 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Learning & Skills, on relevant portfolio responsibilities and activities.
	<ul style="list-style-type: none"> Progress Report – Schools Performance Panel 	<ul style="list-style-type: none"> Councillor XX, Convener attending to update on headlines from the Panel’s work and achievements.

19 Jan	<ul style="list-style-type: none"> • Cabinet Member Question Session – Cllr Rob Stewart 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Finance & Resources, on relevant portfolio responsibilities and activities.
	<ul style="list-style-type: none"> • Progress Report – Wellbeing Performance Panel 	<ul style="list-style-type: none"> • Councillor Paxton Hood-Williams, Convener attending to update on headlines from the Panel’s work and achievements.
16 Feb	<ul style="list-style-type: none"> • Cabinet Member Question Session – Cllr June Burtonshaw 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Place, on relevant portfolio responsibilities and activities.
	<ul style="list-style-type: none"> • Crime & Disorder 	<ul style="list-style-type: none"> • Progress on Safer Swansea Partnership Performance with Co-Chairs - questioning on plans, performance, challenges
	<ul style="list-style-type: none"> • Progress Report – Service Improvement & Finance Performance Panel 	<ul style="list-style-type: none"> • Councillor Mary Jones, Convener attending to update on headlines from the Panel’s work and achievements.
16 Mar	<ul style="list-style-type: none"> • Cabinet Member Question Session – Cllr Nick Bradley 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Regeneration, on relevant portfolio responsibilities and activities.
	<ul style="list-style-type: none"> • Progress Report – Schools Performance Panel 	<ul style="list-style-type: none"> • Councillor XX, Convener attending to update headlines from the Panel’s work and achievements.
13 Apr	<ul style="list-style-type: none"> • Cabinet Member Question Session – Cllr David Phillips 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Anti-Poverty, on relevant portfolio responsibilities and activities.
	<ul style="list-style-type: none"> • Annual Work Plan Review 	<ul style="list-style-type: none"> • To reflect on the year’s work, achievements, experiences, issues, ideas for future scrutiny

To be scheduled:

<ul style="list-style-type: none"> • Scrutiny Annual Report 	<ul style="list-style-type: none"> • To present the annual report of the work of overview & scrutiny for the municipal year 2013/14, as required by the constitution
<ul style="list-style-type: none"> • Crime & Disorder Scrutiny 	<ul style="list-style-type: none"> •

Other:

- Further special meetings re. Gypsy & Traveller Site Provision – Review of Process
- Reports on Relevant Regional / National Scrutiny Development & improvement Issues (incl. report back from WLGA / CfPS network meetings)
- Referrals from other council bodies, such as cabinet
- Referrals of items from members of the public or Councillor Calls for Action (CCfA)